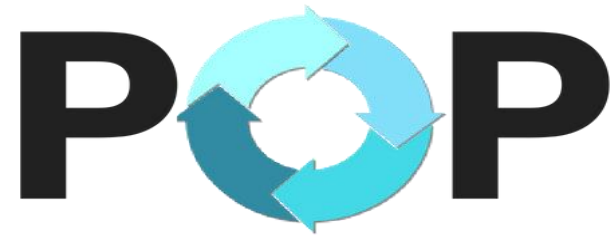


**Office of  
Human [hr.nih.gov](https://hr.nih.gov)  
Resources**



# The New HR POP Awards Process: What it Means for Your IC

## DEMO



- **June 23, 2020**
- **June 24, 2020**
- **June 30, 2020**
- **July 07, 2020**



## **Training crew:**

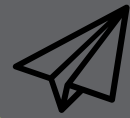
Presenters- Kim Rivera & Amber Pappas

## **'House' Rules:**

Please remain on mute

Submit all questions and comments via Slido

Why are you here?...



***Submit Awards?***



***Run Reports?***



***Learn about POP?***

# By the end of this session...

## We will:

- Define the scope of POP Awards- *Release I*
- Highlight the benefits of the POP Awards Process
- Provide a Demo of the Awards Web Form
- Test your knowledge of the information presented today
- Provide a list of Resources

# What is POP?

The Process Optimization Program, an OHR initiative that cares about your experience and partners with you to empower optimized processes with analytics, technology, and HR expertise to create easy, efficient and effective results.

**Our first POP project is focused on *Non-Ratings Based Awards*, on improving the *submission process*, with the intent to:**

**Reduce Errors**

**Increase Efficiencies**

**Streamline Technologies**

**Provide Effective Communications**

# The Current State of Award Submissions

## Submission Methods:

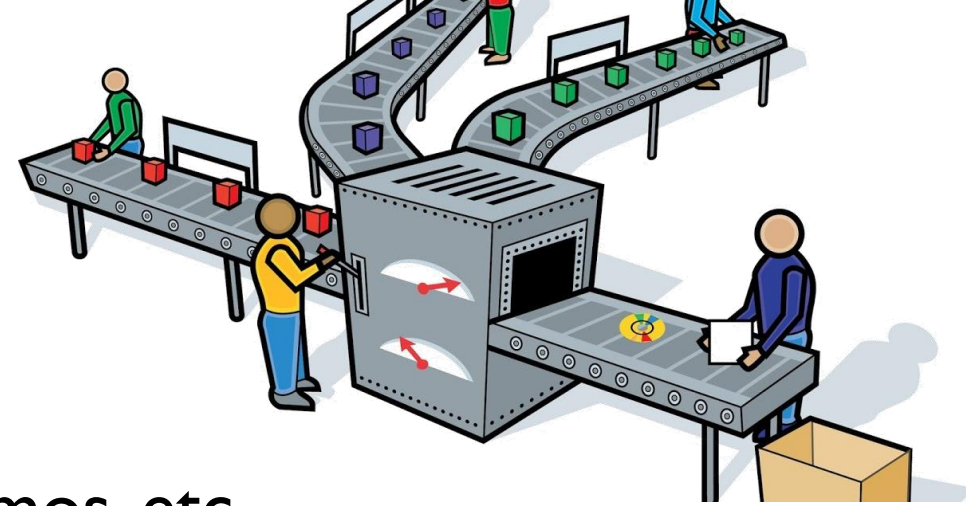
- Email, Shared Drives, Excel Spreadsheets, Memos, etc.

## Opportunities for risk and errors:

- Deletions
- Missed emails
- Duplicate awards

**Inconsistent communication practices across HR**

**Incomplete or invalid award packages**



# What did we do?

*Converted the NIH 2833 nomination form into a web form*, streamlining the 'handoff' from IC to HR, for non-ratings based award packages.

NIH AWARD NOMINATION			
PART 1 - EMPLOYEE INFORMATION (Complete all items)			
<input type="checkbox"/> <b>Individual Nomination</b> (Check for Special Act or Service, Performance, On-the-Spot, Time Off, QSI, Referral, Suggestion, FTTA & Invention Awards)			
<input type="checkbox"/> <b>Group Nomination</b> (Check for Special Act or Service, On-the-Spot, Time Off, Suggestion & Invention Awards) (use next page to provide information for each employee)			
1. Employee's Name: Last, First, MI	2. IC/Organization	2a. CAN	2b. ADMIN. CODE
3. EHRP EMPLID	4a. TK#	4b. Period Covered by Nomination From: To:	
5. Position Title, Pay Plan, Series, Grade, Step (complete for individual awards only)			
PART 2 - AWARD INFORMATION (Check the appropriate box for all nominations)			
6. Type of Award Recognition (check all that are applicable):			
<input type="checkbox"/> Special Act or Service Award (Not Rating Based-NOAC 849) (complete items 7, 9, & Part 3)	<input type="checkbox"/> Time Off Award (complete item 9 & Part 3)		
<input type="checkbox"/> On-the-Spot Award (complete item 9, & Part 3)	<input type="checkbox"/> Suggestion Award (complete items 7, 9, & Part 3) Suggestion #: _____		
<input type="checkbox"/> Performance Award (Rating Based-NOAC 840) (complete item 9 & Part 3)	<input type="checkbox"/> Invention or FTTA Award (complete items 7, 9 & Part 3) Patent #: _____		
<input type="checkbox"/> Quality Step Increase (complete items 8, 9 & Part 3 below)	<input type="checkbox"/> Employee Referral Award (complete Part 3)		
Date of Employee's Last Quality Step Increase (QSI): _____ Date of last With-in Grade Increase (WIGI) or promotion (whichever is later): _____ (if QSI is recommended)			
7. Award Amount Calculation [complete A (Tangible) or B (Intangible)] Refer to Appendix E, NIH Manual Chapter 2300-451-1 – NIH Employee Awards Program for use of Tangible and Intangible Benefits Scales – <a href="http://www1.od.nih.gov/oma/manualchapters/person/2300-451-1/">http://www1.od.nih.gov/oma/manualchapters/person/2300-451-1/</a>			
A. Tangible Savings First-Year Benefit Amount: \$ _____			
B. Intangible Savings (check as appropriate in 1 & 2 below)			
(1) Value of Benefits		(2) Extent of Application	
<input type="checkbox"/> Small/Moderate		<input type="checkbox"/> Limited (impacts a specific, small work unit to as large as a division or IC)	
<input type="checkbox"/> Moderate/Substantial		<input type="checkbox"/> Broad (impacts several ICs or all of NIH)	
<input type="checkbox"/> Substantial/Extended		<input type="checkbox"/> General (impacts the mission of other components of DHHS, or of other agencies)	



Individual Award Submission

30%

Verify Identity

Employee Info

**Award Info**

Justification

Scale

IC Approvals

Review/Submit

Confirmation

What type of Individual Award do you want to submit?

Select Award Type

This field is required.

Previous

# Scope of POP Release I - *Pilot*

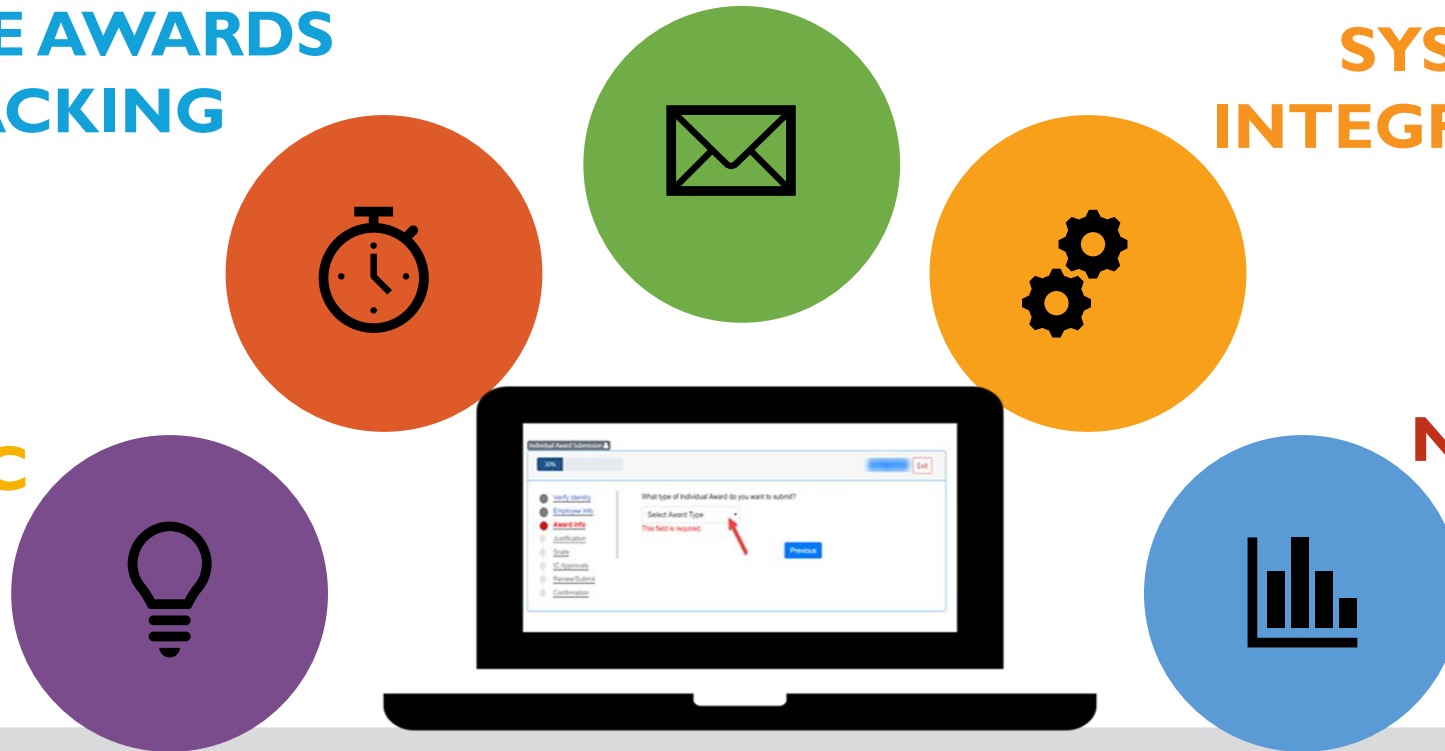
## BUILT-IN EMAILS

## ONLINE AWARDS TRACKING

## SYSTEM INTEGRATIONS

## BUILT-IN BUSINESS LOGIC

# NEW AWARDS REPORT





# What POP Release 1 is not...

***Not an automation or a workflow for your IC's internal awards process-***  
ex. approval process, capturing signatures, filling out the 2833 form, etc.

This is only the first release, and we plan to build off of this and potentially transform this product into something that can support your internal IC awards process.

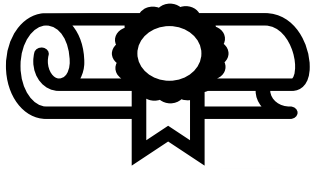
# What does this mean for you and your IC??



Starting **June 29, 2020** award packages can be submitted  
via the web form!

You can start enjoying the benefits now and provide us  
feedback, before the pilot ends (TBD).

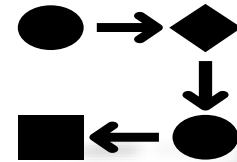
# Benefits of Submitting via the Awards Web Form:



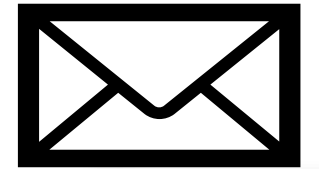
**Increased Data  
Integrity**



**Enhanced HR  
Timeliness**



**Easily Track  
Awards Status**



**Receive  
Consistent  
Communications**

# Data Integrity

- Information from NED and EHCM is pulled into the form- to ensure you are awarding the right person
- All required fields for processing are marked, so you won't miss out providing the necessary information to HR
- You can easily request to modify and/or cancel an award
- The online form contains embedded business logic which significantly reduces the risk of errors and/or duplications, and catches potential policy violations before you even send the Award to HR.

# HR will be able to process awards faster!


- Your web form submission allows HR the ability to quickly review and validate the award information and route for final processing.
- Less back and forth due to business logic in web form- will not allow to submit incomplete forms.
- HR receives alerts of possible duplications, effective date conflicts, to ensure they process what is valid and with an appropriate effective date


# 3 Step Process





# Easily track the status of your awards!


Awards


Home


Reward an Individual

Reward a Group

Award Submissions

Submit PMAP Awards

Guidance/Help



### Award Nominations Submitted by Me

Fiscal Year Initiated All

WiTS ID	Recipient	Individual Group	Award Type	Total Award Amount	Date Initiated	Date Submitted to HR	Proposed Effective Date	Actual Effective Date	Status of Action	HR Specialist	Modify	Cancel	Submit
41586	Fathi, Jasper	Individual	Special Act or Service	400	05/27/2020		07/05/2020		Draft	Rivera, Kimberly			Submit
41316	Test	Group	On-the-Spot	350	05/13/2020	05/13/2020	06/21/2020		Under HR Review	Pappas, Amber	Modify	Cancel	
41315	Taylor, Pamela	Individual	Special Act or Service	1200	05/13/2020	05/13/2020	06/21/2020		Under HR Review	Rivera, Kimberly	Modify	Cancel	


No of items per Page: 5

<< 1 >>

 No need to pull a report- see it all in one place!

# Available Reporting

- Non-Ratings Based Awards Report
- Status Report



WITS Reporting

Choose a Report List:	Select Your Report:
IC Reports List	Non-Ratings Based Awards Report

The Non-Performance Awards Report provides information of award nominations submitted to and processed by HR. ?

 Need to run these reports on a recurring basis? You can request a [Report Subscription!](#)



# Built-In Communications

Emails are sent to pre-determined roles- recipients include:

- IC Requestor
- Initiating Official
- AO
- Supervisor
- HR Staff

Emails are sent for each step of the process:

- Submission
- Modification/Cancellation
- Processed



Check out the Awards Web Form Reference Guide - [Communicating Status: Email](#) section for additional details.

# OUR CALL TO ACTION

**Check out the Awards web form and let us know what you think!**

**We are looking for feedback to help drive the direction of the next release...**



# Avenues to Share Feedback

**Complete the WiTS  
Climate Survey**

**Tell your IC  
Leadership/EO**

**Complete the  
Awards Survey**

**Email or call your  
servicing CSD Branch**

**Email [POP@od.nih.gov](mailto:POP@od.nih.gov)**

**Share your  
Ideas via Slido!**



# DEMO



## Awards Web Form

# Guidance and Support Resources

[POP Website](#)

[POP Awards FAQs](#)

[Awards Web Form Reference Guide](#)

[Submit an HRSS Request](#)



***Have a POP Question? Email [POP@od.nih.gov](mailto:POP@od.nih.gov)***



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Office of Management

Office of  
Human [hr.nih.gov](http://hr.nih.gov)  
Resources

*Thank you!*



**Process Optimization Program**

*Empower the Experience*

